

## Executive Committee voting process regarding Work Group Recommendations

Only those Executive Committee members appointed by the Governor or elected by the Task Force will vote. There are 8 members and the chair who may vote<sup>1</sup>. If an appointed member is absent, only one alternate may vote for that proposal; alternates have previously been identified in writing by members, and may be changed at any time in writing by members. Through a roll call, the chair will acknowledge the alternate members for the absent EC member and ask for the voting member to declare him/her self. There must be a majority of voting Executive Committee members or their designated alternates present in order to hold a vote (in this body, at least five voters must be present). If a majority is present, votes will be carried by a simple majority of the voting members present.<sup>2</sup>

1. Both Co-Chairs should be available for presentations to EC if at all possible; where possible the co-chair representing the Executive Committee should deliver the remarks with the Task Force co-chair supporting and offering comment as appropriate
2. Each recommendation for vote should be accompanied by a written, concise 1 page document which will be distributed to members at least 24 hours in advance of the vote:

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<sup>1</sup> If the president is a member of the assembly, he or she has exactly the same rights and privileges as all other members have, including the right to make motions, speak in debate and to vote on all questions. However, the impartiality required of the presiding officer of an assembly (especially a large one) precludes exercising the right to make motions or debate while presiding, and also requires refraining from voting except (i) when the vote is by ballot, or (ii) whenever his or her vote will affect the result.

When will the chair's vote affect the result? On a vote which is not by ballot, if a majority vote is required and there is a tie, he or she may vote in the affirmative to cause the motion to prevail. If there is one more in the affirmative than in the negative, he or she can create a tie by voting in the negative to cause the motion to fail. Similarly, if a two-thirds vote is required, he or she may vote either to cause, or to block, attainment of the necessary two thirds. [RONR (10th ed.), p. 392-93; see also Table A, p.190 of RONR In Brief.]

<sup>2</sup> Without exception, ex-officio members of boards and committees have exactly the same rights and privileges as do all other members, including, of course, the right to vote. There are, however, two instances in which ex-officio members are not counted in determining the number required for a quorum or in determining whether or not a quorum is present. These two instances are:

1. In the case of the president, whenever the bylaws provide that the president shall be an ex-officio member of all committees (except the nominating committee); and
2. If the ex-officio member is not a member, officer, or employee of the society (for example, when the governor of a state is made ex officio a member of a private college board).

Again, however, it should be emphasized that in these instances the ex-officio member still has all of the rights and privileges of membership, including the right to vote. [RONR (10th ed.), p. 466-67; p. 480, l. 18-27.]

3. Written document and corresponding presentation will include:
  - a. Short summation of the recommendation to be presented
  - b. List of information that was considered that informed this recommendation such as feasibility of option, costs, available resources etc. When possible, 1 primary and two secondary options should be presented
  - c. Positive and negative aspects of the recommendation
  - d. Details of the vote that decided the recommendation(number of positive, negative and abstaining votes)
4. Rationale for the primary recommendation vs the other two options
5. Entertain questions from the floor
6. Final repeat of the primary recommendation and a request for the EC to accept the report with recommendation
7. The Chair would then recognize a member for a motion
8. A member may make a motion to support the primary recommendation or offer an alternate recommendation/motion
9. Once a motion is made and seconded, only the voting members may discuss, with no one member speaking more than twice until each member choosing to speak has spoken once, and discussion monitored by 15 minute periods when the chair will ask if members are ready to call the question.
10. Upon the group's readiness for a vote, a majority of members voting to affirm the recommendation is needed for passage.
11. Substitute motions or motions to amend will follow the procedures of Robert's Rules of Order as written in the accompanying material.